U.S. Department of Energy
Office of Management, Budget and Evaluation

Integrated Management Navigation System (I-MANAGE)

Summary Status Briefing for FMSIC
Tuesday, July 27, 2004

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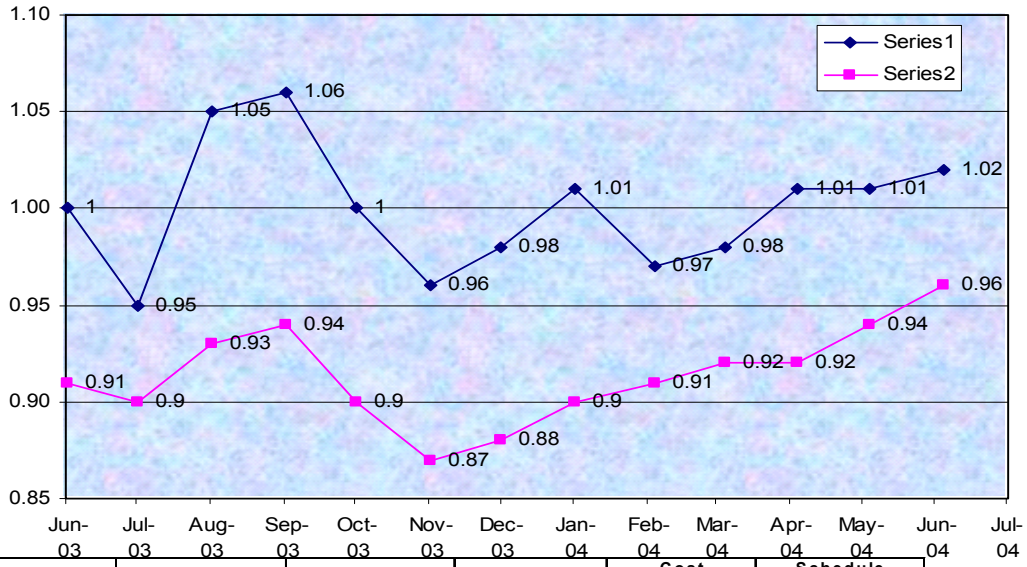
Warren Huffer, Director, Office of Corporate Financial Systems / I-MANAGE Project Executive

I-MANAGE Executive Steering Committee Briefing Agenda

1. I-MANAGE Standard Accounting and Reporting System (STARS)
   - Earned Value Report (June 2004)
   - User Acceptance Testing (UAT)
   - Interfaces
   - Key Implementation Decisions and Dates
     - Deployment Plan
     - Accounting Operations in Transition (October 2005 - Pre-STARS)
     - Training
   - Guidance Issued
   - FMSIC Assistance to STARS Project Team
2. I-MANAGE Data Warehouse (IDW)
   - Status/Timeline
   - Capabilities
3. I-MANAGE Standard Budget System (SBS)
   - Status / Timeline / Acquisition Steps
4. I-MANAGE Electronic Procurement (ePROC)
   - Status
5. I-MANAGE Corporate Human Resource Information System (CHRIS)
   - Status

I-MANAGE STARS – Earned Value Report



As of June 30, 2004

PO	ITD Planned Value (PV)	Actual Cost (AC)	Earned Value (EV)	Cost Variance (CV)	Schedule Variance (SV)	Cost Performance Index (CPI)	Schedule Performance Index (SVI)	
3130	$1,679,928	$1,575,585	$1,669,565	$93,980	-$10,363	1.06	0.99	STARS DCT/DEV/IMP Teams - Redesign Phase
3140	$4,844,843	$4,862,146	$4,625,506	-$236,640	-$219,337	0.95	0.95	STARS DCT/DEV/IMP Teams - Develop Phase
3920	$1,248,152	$1,125,168	$1,133,294	$8,126	-$114,858	1.01	0.91	I-DWH Design Phase
4120	$1,285,634	$1,341,860	$1,228,379	-$113,481	-$57,255	0.92	0.96	STARS IT Develop Phase
8100	$908,708	$807,409	$908,708	$101,299	$0	1.13	1.00	STARS PM Develop Phase
9100	$327,712	$264,920	$217,116	-$47,804	-$110,596	0.82	0.66	STARS Training Develop Phase
3150	$2,285,897	$1,861,821	$2,285,897	$424,076	$0	1.23	1.00	STARS DCT/DEV/IMP - UAT Phase
3930	$598,372	$525,861	$548,492	$22,631	-$49,880	1.04	0.92	I-DWH Develop Phase
4120	$670,092	$642,450	$670,092	$27,642	$0	1.04	1.00	STARS IT UAT Phase
8100	$254,103	$252,337	$254,103	$1,766	$0	1.01	1.00	STARS PM UAT Phase
9200	$320,754	$209,685	$234,401	$24,716	-$86,353	1.12	0.73	STARS Training UAT Phase
Total	**$14,424,196**	**$13,469,242**	**$13,775,554**	**$306,312**	**-$648,642**	**1.02**	**0.96**	

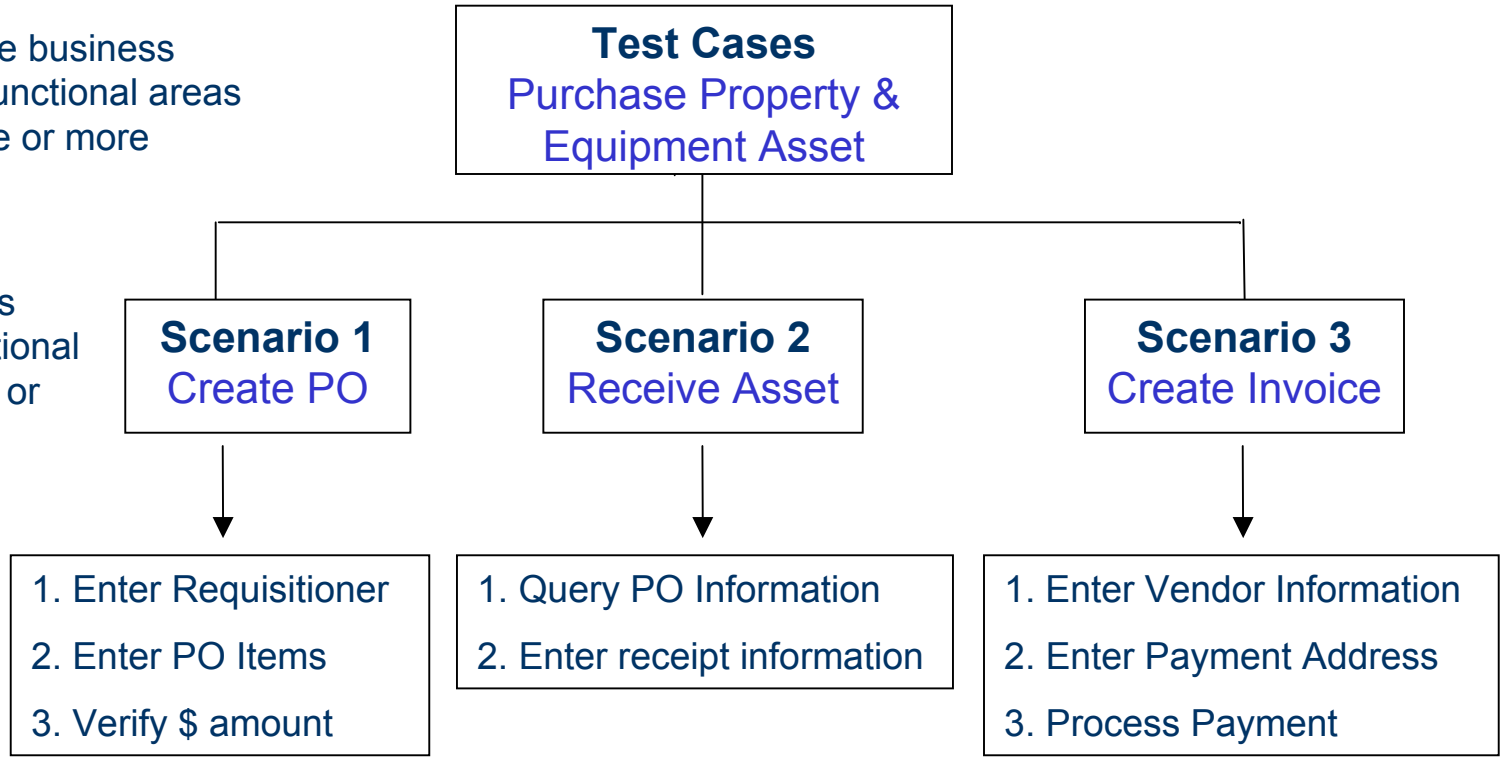
I-MANAGE STARS - User Acceptance Testing (UAT) Structure

UAT is the most comprehensive test phase. It changes the focus from technical systems to business processes. Its goal is to determine if an application can support the normal business processes for an organization to function.

Test Case: A discrete business activity that crosses functional areas and is made up of one or more business scenarios.

Scenario: A business process within a functional area, made up of one or more process steps.

Steps: The individual manual and automated activities required to complete a single scenario.



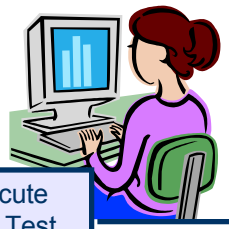
I-MANAGE STARS UAT – How Issues Are Handled

What types of issues do we find in UAT?

- Legacy data cleanup
- Conversion or interface program logic errors
- Oracle Application software "bugs"
- User menu or software setup errors
- Misunderstanding of how software business processes work

How do we address issues?

- Analyze and prioritize
- Assign to proper team
- Development (DEV) team fixes then retests programs, or identifies source of legacy data cleanup problem to send out to data (site) owner
- Design, Configure, Test (DCT) team changes configuration, re-engineers process, or develops temporary "workaround"



I-MANAGE STARS – UAT 2 Statistics *

Issue Category	Number of Issues Logged	Number of Issues in Progress	Number of Issues Completed	Number of Issues Completed and Verified
Conversions	45	39	2	4
Setup	37	9	20	8
Scripts	1	1	0	0
Functional	33	25	2	6
Reports	29	29	0	0
Interfaces	4	4	0	0
Data Cleanup	1	1	0	0
Other	5	5	0	0
Total Issues	155	113	24	18

* As of July 26, 2004

STARS – Interface Testing Results *

Test Date	Interface	Test Results
July 12 – 23	Integrated Contractor	Testing (refer to the next slide)
July 26	Host-to-Host	Successfully tested manually; waiting on IT to perform full end-to-end test
July 26	Working Capital Fund (WCF)	Code changes required for transfers
July 9	CHRIS	Executed; Failed funds check
July 21	IPAC (outbound)	Testing with Treasury; New field required
July 21	Non-Integrated Contractor	Testing
July 14	Travel Manager	Testing; Funds check issues
July 9	DOEinfo – Employee	Executed; Awaiting feedback
July 15	DOEinfo – LDS	Executed; Awaiting feedback
July 20	ECS	Testing; Format issue
July 21	FDS	Testing; Need file from BEARS
July 13	ASAP (Payments)	Executed; Awaiting feedback
July 21	EC-Web/SPS	Testing
July 21	ASAP (Obligations)	Testing with Treasury
July 26	GTS	Under development
July 12	VIPERS	Testing; Issues being corrected by OR
July 13	1099 Process (Year 1 only)	Testing

* As of July 26, 2004

STARS – Integrated Contractor Testing Status **

Integrated Contractor	File Format	Balanced File	Non-SGL Values	SGL	Interface Tested
Ames		√	√	√	
Argonne*			WFO		
Bechtel BWXT Idaho	√	√	Program/Local Use		
Bechtel Jacobs	√	√	Reporting Entity/Project/Object Class/Local Use		
Bechtel Nevada		√	Fund/Object Class/Program/WFO		
Bechtel SAIC*					
Bettis		√	Fund/Local Use		√
Brookhaven (BNL)		√	Object Class/Program		
BWXT-Y12	√		Amount		
Carlsbad	√	√	Obj. Class/Project	√	
Dyn McDermott		√	Local Use		
Fermilab*					
Honeywell*					
KAPL			√		

* Analysis not complete

** As of July 26, 2004

STARS – Integrated Contractor Testing Status **

Integrated Contractor	File Format	Balanced File	Non-SGL Values	SGL	Interface Tested
LANL	√	√	Fund/WFO		
Lawrence Berkley Natl. Lab (LBNL)	√	√	Fund/Program		
LLNL	√	√	Fund/Object Class/WFO		
NREL (No File Received)					
ORAU			Reporting Entity/Fund/Program		
ORNL	√		Program		
Pantex	√	√	Fund		√
PNNL	√		Object Class/Project/Local use/WFO		
PPPL	√	√	WFO/Local Use		
Sandia (No File Received)					
SLAC	√		Env. Liab./Fund/Program		
West Valley Nuclear	√	√	Program		
WSRC		√	√		

** As of July 26, 2004

I-MANAGE STARS – Key Implementation Decisions / Dates

Key Implementation Decision Points & Contingency Planning

Task	Target Completion
Is STARS redesign completed and ready for User Acceptance Testing on May 3, 2004? Yes	May 3, 2004 Completed on Schedule
Is October STARS implementation feasible based on results from Round 1 of User Acceptance Testing? Yes	June 15, 2004 Completed on Schedule
Is FY 2005 funding available to operate STARS? Yes	June 30, 2004 CIO will fund in FY 2005
Is October STARS implementation feasible based on results of final User Acceptance Testing? Preliminary results as of 7/22/2004 - Yes	July 30, 2004
Develop STARS "No Go" Contingency Plan to continue DISCAS/ MARS operations in the MEO environment. Draft distributed to Field CFOs	August 3, 2004
Preliminary STARS "Go/No Go" decision. "Criteria for Success" in Briefing Book	August 16, 2004
Final STARS "Go/No Go" decision.	September 22, 2004
Conversion of DISCAS/MARS to STARS and STARS set-up/ configuration to begin operations.	October 15, 2004 – October 29, 2004
Deploy STARS for user operations.	November 1, 2004

I-MANAGE STARS – Deployment Plan

The STARS Deployment Plan contains 30 key activities overseen by 20 Primary Activity Owners. The Activity Owners include senior staff from HQ, the DISCAS Service Centers and the field. Nearly all are members of the STARS Project Teams or the MEO Transition Team.

A few of the key STARS Deployment activities include:

- **Deliver STARS and IDW Training to End Users**
- **Perform DISCAS/MARS FY 2004 Year-End Close**
- **Recast DISCAS Ending Balances**
- **Process October FY 2005 Transactions (Pre-STARS)**
- **Perform STARS Pre-Operational Activities**
  - Convert Data from DISCAS to STARS
  - Establish Functional and Technical Help Desks
  - Establish MOAs with Interface Partners
- **Support STARS Application Hosting Environment (AHE)**
- **Provide Access to Historical DISCAS/MARS Data**
- **Perform STARS Start-Up Activities**
  - Determine STARS Operations Sequence and Scheduling

Deployment Plan Summary and Detail (included in Briefing Book)

I-MANAGE STARS – Accounting Operations in Transition

Plans are being finalized by the STARS Team and the A-76 MEO Functional Team Leads to address FY 2005 "October" (pre-STARS) business.

Pre-STARS business includes:

- **Conversion from DISCAS/MARS to STARS**
  - Final FY 2004 data is due in DISCAS/MARS on October 14, 2004.
  - End of Year Balances from DISCAS/MARS will be recast and converted to STARS.
  - STARS will generate FY 2005 opening balances.

Note: Current DISCAS data clean-up activities are critical to ensure data integrity of conversion. Field CFO resources must resolve current issues by 7/30/2004 and continue to support the data clean-up activities through year-end closing.

Note: Initial FY 2004 to FY 2005 recasting will be accomplished using DISCAS prior to the start-up of STARS. The current recast process is not supported in STARS (Oracle Federal Financials).

Recast Issue

- Recast defines a process of realigning data (i.e., changing the accounting code structure) within the accounting and budget systems as a result of a change in the appropriation, budget, or organizational structure.
- The current financial accounting and reporting systems have been customized to support this business process, yet it is still very time consuming and labor intensive. Historical data is overlaid diminishing visibility, traceability, and auditability.
- Oracle Federal Financials, or any other COTS financial accounting system, will not allow historical accounting transaction records or source documents (purchase orders, receipts, and invoices) to be overlaid.
- Guidance was issued by Jim Campbell, April 13, 2004, stating that only changes mandated by Congress or directed by the Secretary could be made to the FY 2005 B&R structure which was finalized on July 15, 2004.
- This will provide some relief; however, the restriction on recasting must be continued until this business process (recast) is changed.

I-MANAGE STARS – Accounting Operations in Transition

- **Funds Control**
  - DISCAS will be available to load FY 2005 allotments, reservations and obligations as needed to maintain funds control.
  - All data loaded into DISCAS will be manual (no interfaces).
  - All data loaded into DISCAS will have to be reloaded in STARS.
- **Payment Processing**
  - Vendors will be asked to accelerate submission of invoices to mid-September based on costs incurred plus estimates for the balance of the billing period.
  - Vendor invoices received by September 17, 2004 and approved for payment by September 24, 2004 will be scheduled for payment on the due date or during the last four days of fiscal year, whichever is earlier.
  - Travelers will be asked to submit outstanding travel claims by no later than September 24, 2004 to be paid by September 30, 2004.
  - DISCAS will be available to process vendor payments to the maximum extent practical, and limited travel payments, during October 2004.
  - All payment data loaded into DISCAS will be manual (no interfaces).
  - All payment data loaded into DISCAS will have to be reloaded in STARS.
  - Payment data processed in DISCAS will have to be entered separately in STARS at the beginning of November prior to any new payment data being entered to avoid duplicate payments.
- **Travel**
  - Travel Manager will be available to all users.
  - Travel Manager interfaces (Authorization-Reservation/Obligation and Voucher-Payment) will not be processed in DISCAS, they will be held until STARS is available.

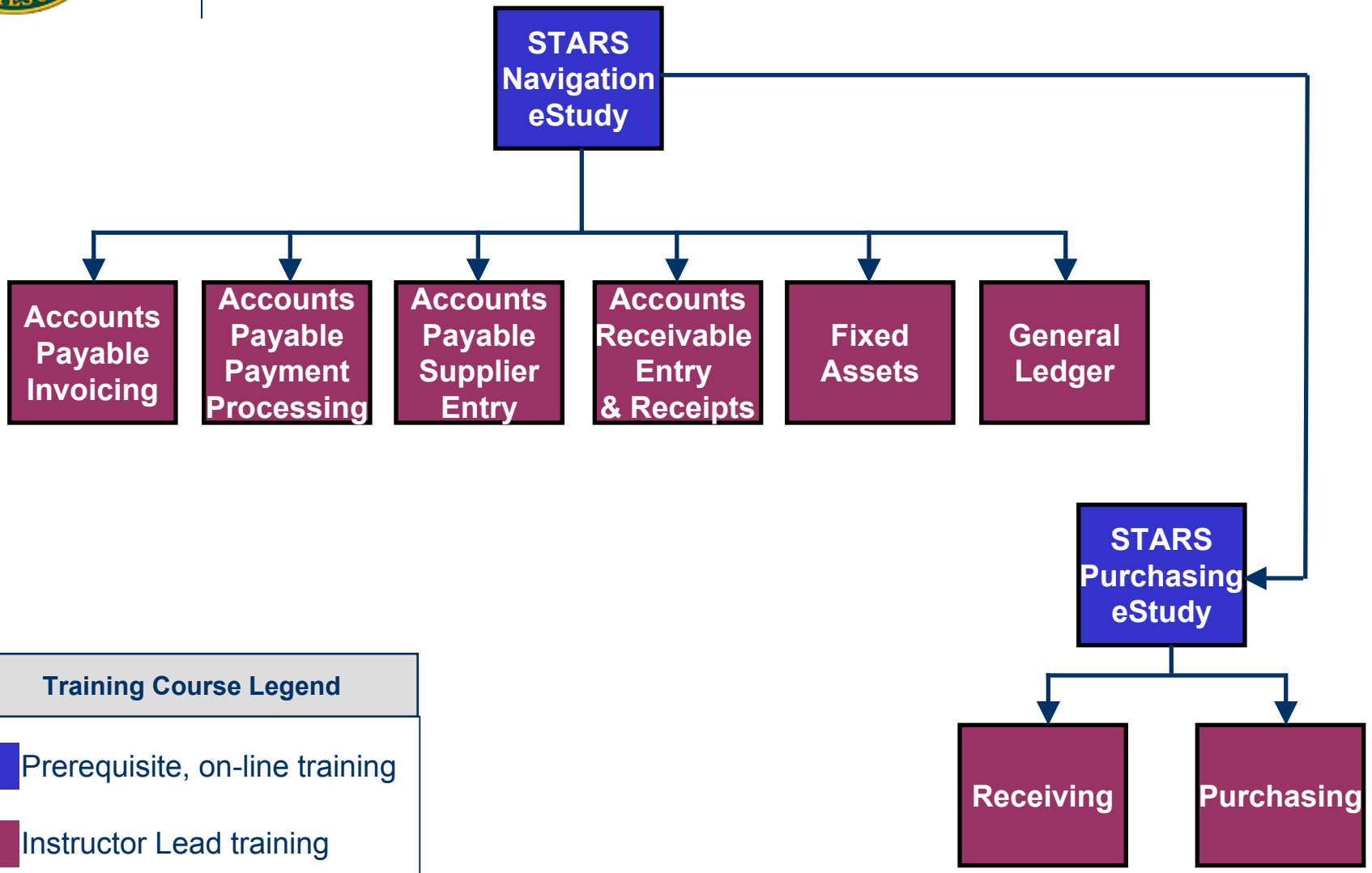
I-MANAGE STARS – High Level Training Outcomes

A critical mass of trained STARS users is needed to:

- **Ensure continuity of financial operations for funds control, obligations, costs, and payments.**
- **Ensure data received from Integrated Contractors and others can be successfully interfaced.**
- **Ensure data can be successfully transmitted from STARS to key interface partners such as the U.S. Treasury for issuance of payments by Automated Clearing House (ACH) or check.**
- **Ensure financial information critical to management decisions can be extracted and reported from the system.**
- **Ensure financial statements can be generated in support of OMB requirements.**

Lack of trained financial personnel has been a key contributor to failed implementations at other agencies.

I-MANAGE STARS – Training Overview



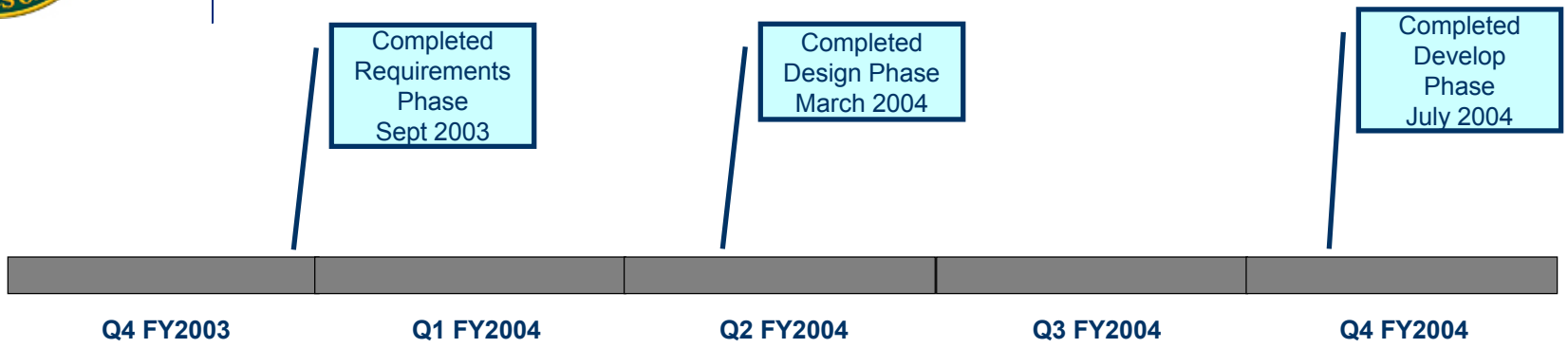
I-MANAGE STARS – Guidance Issued

- August 13, 2002 – Standard General Ledger Training (Sherman)
- August 12, 2003 – Standard General Ledger Changes (Sherman)
- August 28, 2003 – Initial Integrated Contractor Interface Data Format Requirements (Sherman)
- September 8, 2003 – Standard General Ledger Training (Sherman)
- October 21, 2003 – I-MANAGE Interfaces (Simpson)
- April 13, 2004 – Call for FY 2005 Budget and Reporting Classification Codes (Campbell)
- May 20, 2004 – Implementing the Business Process Change for Inter-Entity Work (Campbell)
- May 24, 2004 – Next Steps in Integrating Budget and Performance (Campbell)
- June 30, 2004 – Temporary Moratorium on Contract Transfers (McSlarrow)
- July 14, 2004 – Interim Guidance for Inter-Entity Work (Campbell)
- July 20, 2004 – Changes to ASAP Grant Account ID Format and ASAP ALC/Region Codes (Loyd)
- July 26, 2004 – Processing Integrated Contractor Cost Overruns (Campbell)

I-MANAGE STARS – FMSIC Assistance

- **FMSIC to provide STARS Project Team with a resource (Cheryl Rademacher – NV) to serve as the POC/Liaison for contractor activities**
  - Will work directly with STARS Project Manager/Project Team
  - Will be on site (Germantown, MD) – 3-4 trips / 3-4 days each
  - Will coordinate Integrated Contractor Interface testing results with contractors
  - Will coordinate Integrated Contractor questions between STARS Project Team and contractors

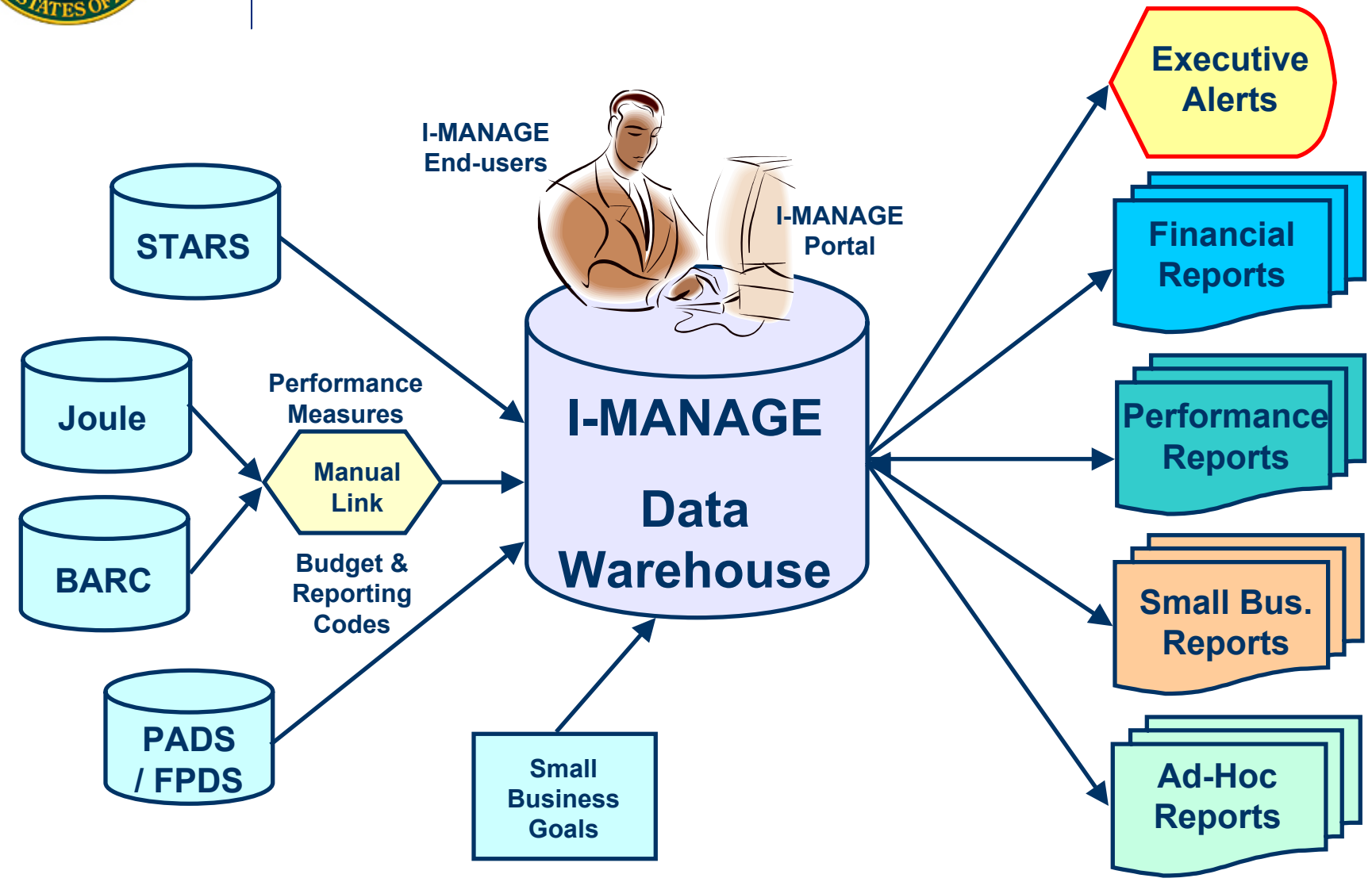
I-MANAGE IDW – Status / Timeline



Moving forward:

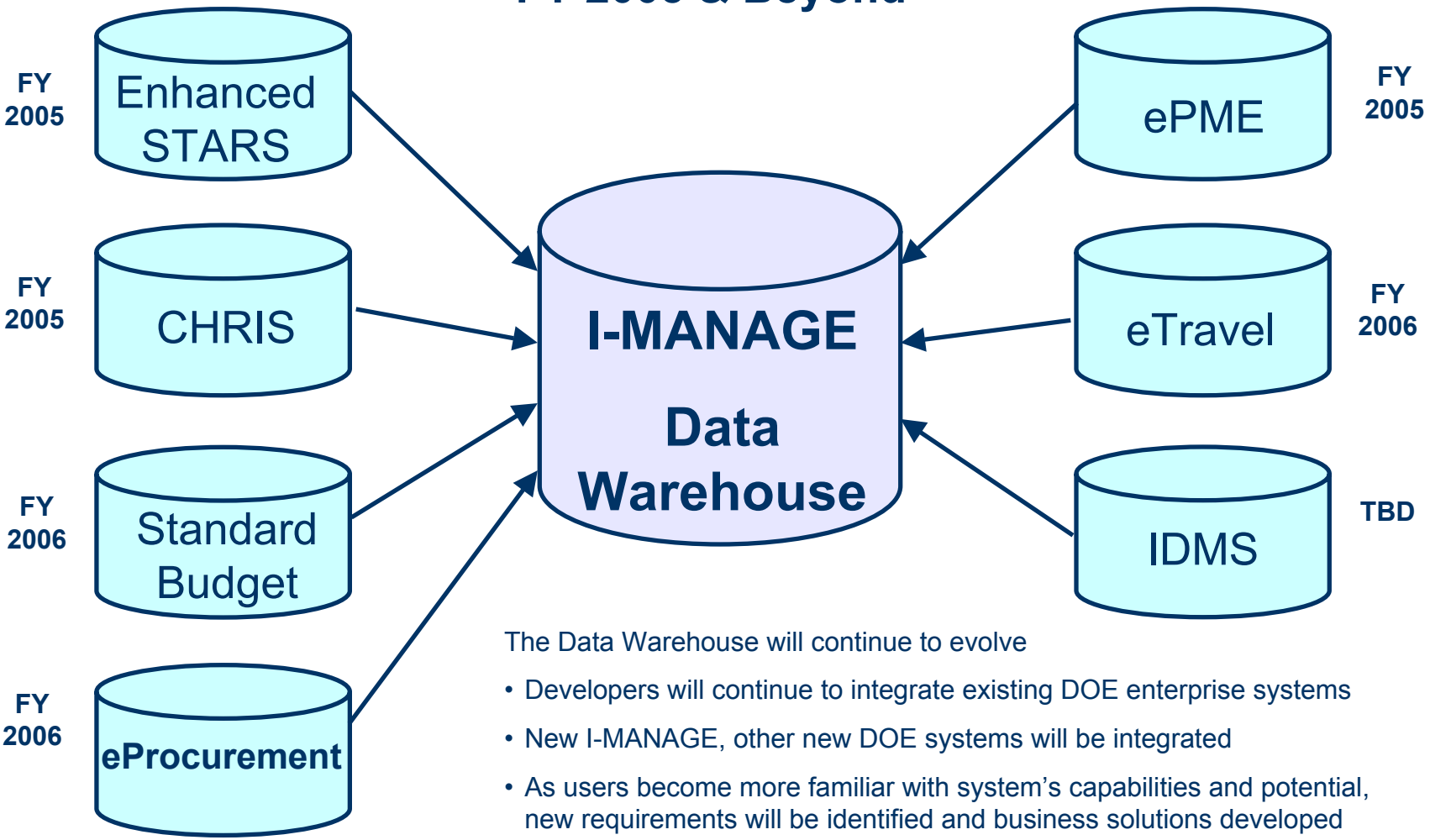
- Complete UAT Test Case Development – August 2, 2004
- Complete Cyber Security Re-testing – August 6, 2004
- Complete User Acceptance Test (UAT) – August 20, 2004
- Management Decision Point – August 25, 2004
- Cyber Security Certification and Accreditation – August 31, 2004
- End-User Training – September 7 - October 29, 2004
- Deploy I-MANAGE Portal, Data Warehouse – October 31, 2004

I-MANAGE IDW – Initial Operating Capability



I-MANAGE IDW – Future Capabilities

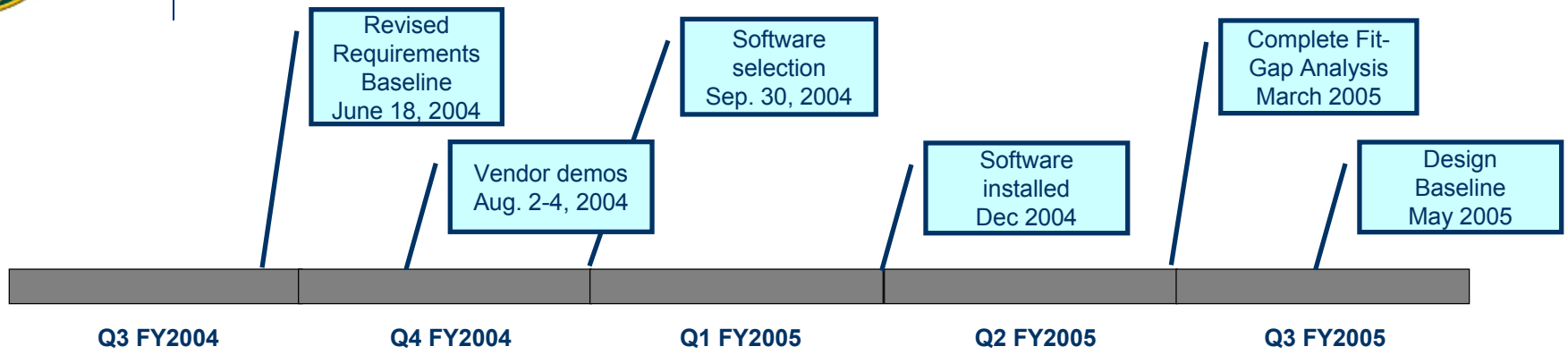
FY 2005 & Beyond



The Data Warehouse will continue to evolve

- Developers will continue to integrate existing DOE enterprise systems
- New I-MANAGE, other new DOE systems will be integrated
- As users become more familiar with system's capabilities and potential, new requirements will be identified and business solutions developed

I-MANAGE SBS – Status / Timeline



Moving forward:

- Fit-Gap analysis will be completed in March 2005
  - Detailed comparison of software functionality to DOE requirements
  - Identify business process or technical gaps
- Design baseline will be completed in May 2005
  - Functional design specifications for conversions, interface, report programs, and package extensions
  - Gap closure alternatives identified for DOE review
- Development phase will be completed in December 2005
  - Technical design specifications
  - All conversion, interface, and report programs developed
- Acceptance Test phase will be completed in March 2006
  - Comprehensive end-user testing
  - Cyber Security C&A package completed
- System deployment is scheduled for May 2006

I-MANAGE SBS – Acquisition Steps

- **Request for information, including the revised SBS Requirements Baseline issued on June 23, 2004 to vendors identified during market survey.**
  - CACI*, Hyperion, Perot Systems, RGII* and SAS.
- **Vendor Demonstrations will be held August 2 - 4, 2004 in Washington DC.**
  - Invitations to DOE subject-matter experts were sent out on July 9, 2004.
  - Logistics letter was sent out by July 21, 2004.
- **Live test demonstration for DOE subject-matter experts of software capabilities will be used to select the best solution**
  - The primary end-users of the new system—both headquarters and field budget personnel—must be fully engaged during the live test demos.

*** Based on information received the week of July 23, 2004, CACI and RGII elected not to bid.**

I-MANAGE SBS – Acquisition Steps

- **The ability of potential solutions to provide the functionality needed to support both Headquarters and Field budget activities will determine the path forward**
  - COTS/GOTS solutions can provide the functionality, leading to a single SBS Budget Formulation and Funds Distribution solution; or,
  - Hybrid solution where COTS/GOTS integrate with field systems.
- **Recommended solution will be presented at the next Executive Steering Committee meeting in October 2004**

I-MANAGE e-Procurement - Project Status

- **Currently in the Planning Phase of the Project**
- **Project management team (PMT) in place**
  - PMT composition includes federal personnel from CH, GO, HQ, NETL, RL, SR, NNSA, & IBM staff
- **Integration contractor support**
  - Performance Work Statement was provided to IBM in May 2004
  - Task order was executed in June 2004
- **Major Deliverables (July through October)**
  - Complete Project Plan – July 27, 2004
  - Complete Joint Requirements Definition – October 27, 2004
- **Planned tasks**
  - Prepare and present project overview to various stakeholders
  - Prepare and publish a project organization chart, project charter, and project decision structure
  - Review and validate high-level requirements developed during the feasibility study
- **Initiate Design Phase – October 2004**

I-MANAGE CHRIS – Project Status

- **Focus is on preparing for the next upgrade to PeopleSoft version 8.8 with its major navigation improvements and a major new function to support performance management.**

- **The e-Performance Management module will enable DOE to link individual performance contracts to the strategic plan goals and objectives to support strategic alignment and eliminate mountains of paper. Target date for implementation will be in time to support the FY 2006 performance contracts.**

- **Coordination with all the various OPM initiatives continues:**
  - Human Resources – Line of Business (HR-LOB)
  - Enterprise Human Resource Information (eHRI)
  - Recruitment One-Stop (ROS)

Questions

Questions can be submitted using the I-MANAGE Website "Contact Us" feature:

http://www.mbe.doe.gov/ME2-5/i-manage/feedback.htm

Key I-MANAGE Program/STARS Project POCs:

- Chris Simpson, I-MANAGE Program Manager
- Warren Huffer, I-MANAGE Federal Project Executive
- Laura Kramer, I-MANAGE STARS Federal Project Manager